

You can save time and reduce costs by using the vendor remittance advice in the report portal.

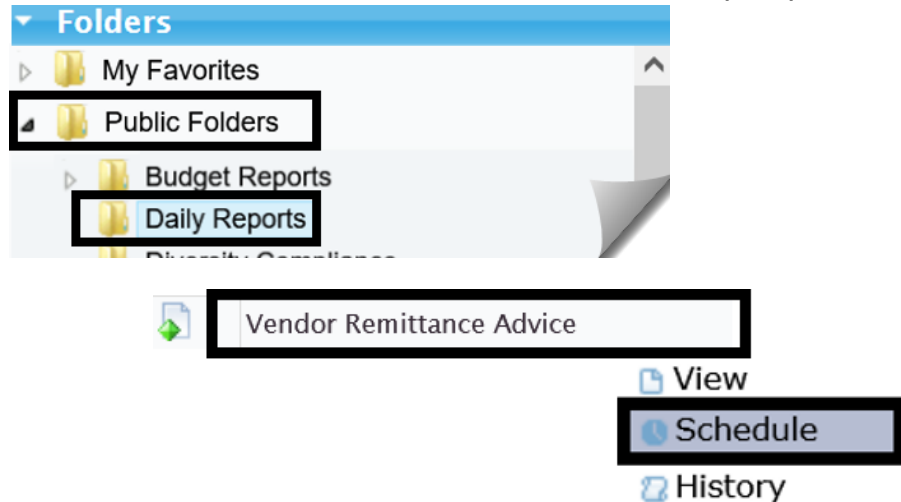
- ✓ Agencies can print remittance advices for payments that were processed in AFRS without generating additional mainframe costs (you can also reduce costs by turning off the printing of vendor remittances for agency use only).
- ✓ If your agency vendor requests copies of a remittance, you can print the remittance advice from the report portal. You can print single vendor payment or multiple vendor payments as well as payments processed during a specified period of time or by batch type.

1. **Select:** Public folders.
2. **Select:** Daily reports.
3. **Right-click:** Vendor remittance advice.
4. **Select:** Schedule.

→ Report parameters will be displayed so that you can schedule and print the vendor remittance advice.

→ For additional information about using the report portal, reference the enterprise reporting page on the [OFM IT Systems website](#).

The vendor remittance advice is available in the report portal.



→ In this example, you can set standard parameters for the vendor remittance advice report.

The screenshot shows the 'Schedule: Vendor Remittance Advice' configuration form. It has tabs for 'Parameters', 'Destinations', and 'Recurrence'. The 'Parameters' tab is active, showing fields for 'Instance Title' (Vendor Remittance Advice), 'Format' (Crystal Reports (RPT)), 'Agency' (105), 'Payment Date' (Last Payment Date), and 'Start Date'. 'Reset' and 'Schedule' buttons are at the bottom right.

For additional information, reference the enterprise reporting page on the [OFM IT Systems website](#) or contact the OFM Help Desk.



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